

<b>Audit Review Title</b>	<b>Planned Quarter</b>	<b>Current Status</b>	<b>Audit Opinion</b>	<b>Scope of Audit and Findings</b>
<b>Training</b>	<b>2</b>	<b>Planning</b>		
<b>Community Safety</b>	<b>3</b>	<b>Planning</b>		
<b>Customer Services Review</b>	<b>Ongoing</b>			
<b>Sickness Management</b>	<b>2</b>	<b>Planning</b>		
<b>Recruitment and Retention</b>	<b>1</b>	<b>Postponed to Q3/4</b>		

<b>Health and Safety</b>	<b>2</b>	<p><b>Part 1: Complete</b></p> <p><b>Part 2: Quality Assurance</b></p>	<b>TBC</b>	<p>Testing has established that the Council has taken suitable measures to ensure the safety of staff working in the Gibson building on office duties, or working across the Borough on visits and inspections. Suitably detailed risk assessments are in place for all services.</p> <p>Review of the staff signing in and out register established that of the total number of attendees to the offices, only a small number of these remained at the offices all day, indicating that staff are complying with the corporate guidance to only attend the offices if absolutely necessary.</p> <p>Testing established that PPE and hand sanitiser is readily available to staff as required. Sufficient hand sanitiser stations are in place around the building and in corridors. Similarly, cleaning stations are well positioned and signposted in offices.</p> <p>Physical measures in place to protect staff that do attend the building were found to be appropriate for current daily occupancy rates. No significant points for concern were identified during a recent visit to the building, although management should remain mindful that as staff return to the building, other measures may need to be considered such as reducing the number of desks available for use in larger offices. Also maximum occupancy rates for meeting rooms should be introduced.</p> <p>Suitable measures such as floor markings and plastic screens have been put in place in the main reception area to protect visitors and staff.</p> <p>As part of the process for working at home rather than in offices, staff have been required to complete Home workstation Assessments. Suitable processes are in place to record completed assessments and ensure that all officers working from home have completed an assessment.</p>
<b>Housing Allocation Scheme</b>	<b>1</b>	<b>On Hold</b>		

<b>S106 – Developer Contribution</b>	<b>4</b>			
<b>Local Plan</b>	<b>3</b>			
<b>Waste Contract</b>	<b>3</b>			
<b>Parking</b>	<b>1</b>	<b>Planning</b>		
<b>Business Continuity</b>	<b>3</b>			
<b>Tree Strategy</b>	<b>1</b>	<b>Draft Report</b>		
<b>IT Governance</b>	<b>4</b>			
<b>Council Tax Reduction Scheme</b>	<b>3</b>			
<b>Citizen Access System</b>	<b>3</b>	<b>Planning</b>		

<b>Housing Benefit Claims</b>	<b>1</b>	<b>Complete</b>	<b>Substantial</b>	<p>The majority of the expected controls necessary for the accurate and timely assessment of claims were found to be in place, and working as expected. For the sample of claims received since the start of the Covid-19 the following controls were in place.</p> <ul style="list-style-type: none"> <li>• The necessary evidence was held on file to identify the claimant and other persons on the claim.</li> <li>• All income calculations were correct and based on evidence held on the claim.</li> <li>• Housing Benefit claims all had evidence of the rent liability for the claimant.</li> <li>• Bank statements were held on file. Assessments of Capital held by the claimant were correct.</li> <li>• Claim start dates were correct.</li> </ul> <p>Testing did however identify that only 2 from 15 claims tested had been date stamped to confirm the date of receipt of the claim form. Not date stamping claim forms, may result in incorrect start dates being applied to claims making the claim incorrect.</p>
<b>General Ledger</b>	<b>2</b>			
<b>Corporate Credit Cards</b>	<b>2</b>	<b>Planning</b>		
<b>Risk Management</b>	<b>Ongoing</b>			
<b>Performance Management</b>	<b>Ongoing</b>			